

**City of Hayward  
Citizens Advisory Commission  
Regular Meeting**

**Hayward City Hall, Room 2-A  
777 B Street, Hayward, California  
Wednesday, November 17, 2004  
6:30pm**

**Agenda**

- I. Call to Order
- II. Pledge of Allegiance
- III. Attendance
- IV. Public Comments: *(NOTE: The Public Comments section provides an opportunity to address the Citizens Advisory Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. Approval of October 20, 2004 CAC Meeting Summary Notes
- VI. FY 2005-06 Funding Process Update
- VII. "Citizens Advisory Commission Best Practices" Document Discussion
- VIII. Revision of CDBG Application Form 5 Budget Questions
- IX. Liaison Reports:
  - 1 Family Violence Law Center - Commissioner Nnam
  - 2. Eden Information and Referral - Commissioner Relliford
  - 3. Emergency Shelter Program - Commissioner Harris
  - 4. Minor Home Repair & Housing Rehabilitation Loan Program -  
- Commissioner Thieman
  - 5. Boys & Girls Club (M.J. Community Center): Commissioner Pulliam

(over)

X. Staff Report (Non-action items)

- A. CDBG Programmatic and Financial Summaries
- B. CDBG-Related Announcements / Advisories
- C. How CDBG-Funded Construction Schedules are Developed

XI. Future Agenda Items

XII. Commissioner's General Announcements (Non-Action Items)

XIII. Adjournment

CAC summary notes are available by fax, e-mail, or regular mail. For more information, please call (510) 583-4250.

Please do not wear scented products. Persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



**CITY OF HAYWARD**  
**Citizens Advisory Commission**  
**Summary Notes**  
**October 20, 2004**

**Regular Meeting**

- I. Call to Order:** Vice-Chairperson Mendall called the meeting to order at 6:35 p.m.
- II. Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance.
- III. Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from June 2004 through May 2005.*

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
April Chan	X	4	1	4	1
Launa M. Craig	X	5	0	5	0
Ramona Flores	O	3	2	3	2
Hilda "Chris" Harris (1)	X	4	0	4	0
Robert Imazumi	O	1	4	1	4
Sylvia Jackson	O	4	1	4	1
Tina Jackson-Walda	X	4	1	4	1
Rodney Loche	X	2	3	2	3
Dianne McDermott	X	4	1	4	1
Al Mendall *	X	5	0	5	0
Martin Nnam	O	4	1	4	1
Glorious K. Pulliam	O	3	2	3	2
Beverly Reliford	X	4	1	4	1
Diana Schaufler	X	5	0	5	0
Bonnie Thieman	O	3	2	3	2

\* *Chairperson*

(1) Term started July 2004

**Staff in Attendance:** David Korth, Social Services Planning Manager  
Anne Culver, Community Development Specialist  
Dana Bailey, Community Programs Specialist

- IV. Public Comments:** There were no public comments.

- V. Approval of September 15, 2004 Summary Notes:** Commissioner Craig made a motion to accept the minutes as submitted. Commissioner Schaufli seconded the motion, which passed unanimously.
- VI. FY 2005-06 Funding Process Update:** Mr. Korth reported that the CDBG Funding Forum / Technical Assistance Workshop was conducted Friday, October 15, 2004. Twenty-two agencies were represented in the audience. The Commission expressed concern that the group of applicants was smaller by approximately 10% as compared to last year. A brief discussion followed about the possible rationale for the more modest showing. It was noted that a number of agencies (that did not attend the meeting) have requested proposal packets subsequent to the meeting. Consequently, the number of potential applicants may actually be closer to last year's number than initially thought.
- VII. Funding Forum Committee Report:** Commissioners Jackson-Walda and Harris attended the Funding Forum and reported back to the Commission regarding their impressions of the Funding Forum and Technical Assistance Workshops. Commissioner Harris remarked that she was greatly impressed with the qualifications and expertise of the applicants. Commissioner Jackson-Walda suggested that members of future Application Review Committees attend the Funding Forum and Technical Assistance Workshop, which she believes would add context and continuity to their perspectives as proposal evaluators.
- VIII. FY 2005-06 CDBG Request for Proposals (RFP) Packet Review:** Mr. Korth provided an orientation and review of the FY 05-06 CDBG Application for Funding. He explained that the reason for including standard Proposal Review Criteria in the RFP was to provide a fair and consistent method of judging the merits of proposed projects. Commissioners with experience reviewing and evaluating CDBG proposals then offered personal suggestions to help more recently-appointed Commissioners manage the review process.

During the course of the discussion, the Commission was advised that Budget Form 5 of the application had been altered by eliminating certain questions that were not clear in their intent. It was further explained that these questions resulted in inconsistent responses by applicants and consequently inconsistent interpretations by proposal reviewers (Commissioners and staff alike) of the information provided, which had the potential of leading reviewers to conclusions that were based on faulty assumptions.

While acknowledging these concerns, several members of the Commission indicated that they found the questions to be helpful. Staff agreed to develop more clear alternative questions for the Commission to consider that would require less interpretation by applicants, and which would yield responses that could be evaluated more objectively by proposal reviewers. Once finalized, the new question(s) could be posed to all of the applicants by the Application Review Committee during its applicant interview process.

The Commission expressed interest in participating in this process of developing the revised questions. Staff agreed to present alternatives for the Commission's consideration at its meeting in November.

**IX. “Citizen’s Advisory Commission Best Practices” Document Discussion:** Commissioner Mendall developed a document for the Commission’s consideration that outlines current “best” practices of the Commission. The intended purpose of the document is to provide guidelines for conducting a variety of Commission functions which can be referenced if needed in the future by commissioners. A draft of the document was provided to commissioners prior to the meeting so that they could provide feedback. However, not everyone had a chance to review the document and prepare their comments before hand. Consequently, Commissioner Mendall suggested that the item be tabled for discussion at the November 17, 2004 meeting.

**X. Liaison Reports:**

- **Women on the Way:** – Commissioner Craig presented her report regarding Women on the Way, a residential recovery facility for women. This agency received \$150,000 in CDBG funds in FY 03-04 for down payment assistance for the building it currently occupies; in FY 04-05 the agency received an allocation of \$30,000 in order to improve its ADA accessibility.

**XI. Staff Report (Non-action items):**

- A. CDBG Programmatic and Financial Summaries:** Ms. Culver presented an update to the programmatic and financial worksheet detailing each CDBG-funded projects, including those funded in previous years.
- B. CDBG Related Announcements / Advisories:** There were no announcements or advisories.
- C. Follow up Topic: Revised Eviction Legislation:** Ms. Culver presented information regarding California eviction law.

**XII. Future Agenda Items:**

- A. Discussion: Commissioner Mendall's "Citizen's Advisory Commission Best Practices" document.
- B. Revision of CDBG Application Form 5 Budget Questions
- C. Discussion: How Schedules for CDBG Funded Construction Projects are Determined and Timelines Developed.
- D. Liaison Reports:
  - 1. Family Violence Law Center - Commissioner Nnam
  - 2. Eden Information and Referral - Commissioner Relliford
  - 3. Emergency Shelter Program - Commissioner Harris
  - 4. Minor Home Repair & Housing Rehabilitation Loan Program -  
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**XIII. General Announcement (Non-action Items):** There were no announcements.

**XIV. Adjournment:** The meeting adjourned at 8:35pm.